

## How to install the Followup Data Version 2016



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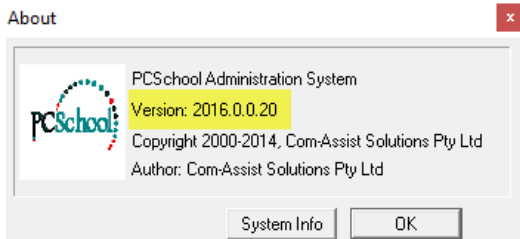
#### What is a Followup?

A Followup contains program updates released since the major update. These programs generally:

- Provide bug fixes identified since the major update.
- Add any new functionality (announced in News letters)
- FollowUps do not require any data modification and therefore can be applied to your system
- without the need to get other users out of the software. They can generally be applied in a matter
- of minutes without disruption to other users.

## How Current is your Followup:

In PCSchool – Scholastic – on the Tool bar open HELP / About –

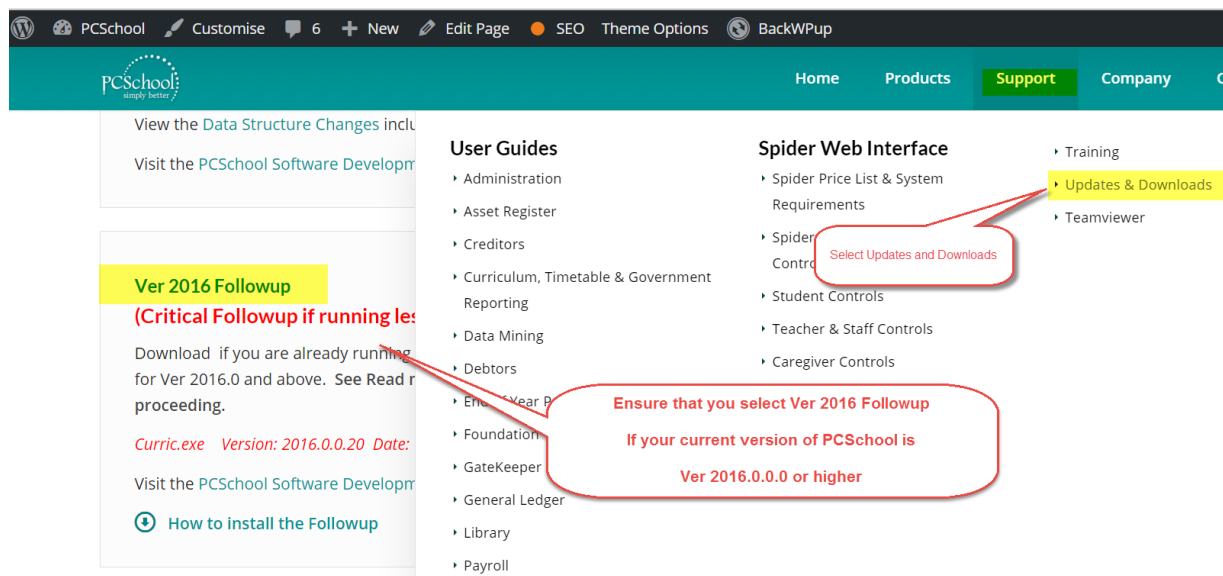


**IMPORTANT** : Make sure you are on the correct Version eg 2016 (IF NOT RING PCSCHOOL Help Desk and no not proceed!)

- See what the last numbers are e.g. 2016.0.0.**20** - if this number is higher than your computer – you will need to download the Followup.

## Installation Instructions

1. Go to our website [www.pcschool.net](http://www.pcschool.net) under SUPPORT / UPDATES & DOWNLOADS then Ver 2016 Followup – download this first:



2. Make a copy of your PCSchool Program files on your Server and place the copy under PCSchool/Backup
3. Open the file the downloaded Followup file
4. Extract the contents of the file to your Server \PCSchool\Programs. (this will overwrite the existing files) these will be then automatically distributed to other users when they next login to PCSchool.
5. If you did get errors then Restore the temporary backup back to the Server and advise the Help Desk